

NEWS FLASH!!!

Updated information as of April 6, 2005

The Department of Navy (DON) currently has seven separate, decentralized recruitment databases and resume intake centers. Additionally, each of our seven regional Human Resources Service Centers advertises announcements for those occupations they service. Applicants informed us that this is confusing and cumbersome.

In an ongoing effort to improve our service to our customers, DON will be consolidating our recruitment databases and resume intake centers beginning **April 26, 2005**. Further, in response to our applicants and to simplify the process, we will close our current open continuous announcements and will open new consolidated, DON-wide open continuous announcements for those jobs we fill regularly.

This will result in an improved process that will allow you to:

- Submit one resume to DON to apply to frequently filled positions within the United States. A separate job vacancy announcement will continue to be posted for overseas positions as well as for specialized and unique vacancies throughout DON.
- Obtain information regarding the status of your resume and the positions you have applied to with fewer clicks of the mouse in our Civilian Hiring and Recruitment Tool (CHART).
- Keep your resume active in our system for a period of six months.
- Provide additional information regarding the specific pay plans and grades you are willing to accept for multi-graded positions to which you apply.
- Contact a DON centralized resume intake and information center to get answers to questions regarding your resume and the online application process.

*****All announcements, except those announcements that have an announcement number ending in –SES, will close on April 25, 2005, at midnight EDT*****

WHAT DOES THIS MEAN TO YOU AS AN APPLICANT?

- Current announcements, **except those ending in –SES**, will close **April 25, 2005**, and the new consolidated announcements will open **April 28, 2005**.
- Because we are posting all new announcements and will be using a new database, you will be required to submit your resume to the new system to receive consideration under the new announcements.
- **The CHART web site will be unavailable on April 26-27, 2005. CHART will be available again on April 28, 2005.**
- Once the new announcements are posted, you will have a 30-day window of opportunity to apply to the new consolidated open continuous announcements before selections are made from the new consolidated open continuous announcements using the new system. During this time, you will continue to be considered for positions that are filled from our current system for announcements to which you have applied.
- **Because we will be using a new database, any information currently shown in My Status and My Job Interests will not be available after April 25, 2005. Beginning April 28, 2005, My Status and My Job Interests will show new information as it is updated in the new database.**

WHAT SHOULD YOU DO AS AN APPLICANT?

- **Print out any information you have displayed in My Job Interests and My Status by April 25, 2005, for your records, as that will be the last opportunity to view information from the old databases.**
- Once the changes are implemented **on April 28, 2005**, log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. We are adding new choices to some of our menus.
- After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply to. Submit your updated resume.
- Once you have submitted your updated resume to one announcement, you do not need to resubmit your resume to apply to most other announcements. Instead, you can use the APPLY NOW feature to use your updated resume already on file to apply to additional announcements. The APPLY NOW feature will work for any announcement except those where the announcement number ends in –DE.
- Read the Quick Tips and FAQs that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.

Thank you for your interest in the Department of the Navy!